

## **ADMINISTRATIVE PROCEDURE**

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**TITLE: Progressive Discipline**

**ADMINISTRATIVE PROCEDURE # 7365** *(was 313.02)*

**RELATED TO POLICY # 7365 EMPLOYEE DISCIPLINE**

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### **A. The College:**

1. Recognizes that nothing in this Administrative Procedure is intended to alter the requirements of just cause under a CBA, or applicable law; and
2. For employees working under a CBA, ensures that any meeting concerning a matter that could reasonably be expected to lead to disciplinary action is performed in the manner described in the CBA.
3. Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary depending on the assessment of the seriousness of the violation. Also, warnings for different violations may be combined to determine the appropriate level of discipline.
4. No formal step in Progressive Discipline shall occur without first consulting with Human Resources.

### **B. Formal Steps in Progressive Discipline**

1. Documented Conversation

A supervisor's written record of the verbal discussion regarding employee behavior or performance will be sent to the employee and a copy will be placed in the employee's file.

2. Written Warning

Written Warnings are reviewed with the employee and the employee is given the opportunity to discuss their performance deficiencies and requirements for improved performance.

3. Final Disciplinary Notice - Performance

- a. Employee Retention Plan (referred to as Performance Improvement Plan Classified CBA) Employee Retention Plan

- b. Employees who have failed to correct issues, problems, or have a significant performance deficiency or behavioral misconduct may be given a Final Disciplinary Notice which may include an Employee Retention Plan.
  - c. This Employee Retention Plan will be an opportunity for the employee to correct all issues in a defined period of time. If the employee successfully completes an Employee Retention Plan, the document will remain in the employee's record throughout their term of employment.
  - d. The employee is given a due process opportunity during the period of the Performance Improvement Plan/Remediation Plan to challenge the items in the plan in writing or during a hearing meeting with the supervisor and member of the HR team.
  - e. The Executive Director of Human Resources will notify the College President of all Final Disciplinary Notices.
4. Dismissal/Termination of Employment

Termination can occur following a progressive discipline process or as a result of a serious offense that warrants immediate termination (See AP 7366 Standards of Conduct). A pre-termination meeting may be held to outline the reasons and actions previously taken. A summary of this meeting and events leading to termination will be included in the employee's personnel file.

### **C. Documentation & Personnel File**

1. All documentation of progressive discipline will be submitted to the Office of Human Resources for proper record retention.
2. This confidential file will contain all relevant information and documentation regarding the proposed disciplinary action. Disciplinary files may be reviewed by the Executive Director of Human Resources, the supervisor, the disciplined employee, legal counsel, and the College President or designee, or as required by law. Upon request, a single copy of the file contents will be provided to the employee at no charge within 45 calendar days.

### **RESPONSIBILITY:**

The Executive Director of Human Resources is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2026-27**  
**DATE OF ADOPTION: 11/01/2023**  
**DATE(S) OF REVISION:**  
**DATE(S) OF PRIOR REVIEW:**